

## **INSTRUCTIONS FOR APPLYING WITH A PAPER COPY**

### **General Instructions**

- Applications are accepted for a position when there is a current Job Announcement.
- New announcements are posted each day.

### **State of Idaho Employment Application**

- A State of Idaho Employment Application is required for each position. Please complete all sections.
- Sign and date your application.
- If required, attach a resume listing your past positions and describing the duties for each.

### **Job Announcements**

- Job announcements show the position title, closing date, salary, typical duties and responsibilities of the position, type of examination, qualifying score, and other pertinent information.
- Answer all exam questions listed on the Job Announcement (link to "View Qualifications Statement/Exam" at the bottom of the announcement). Use the "Print" button for a copy of the exam questions; "Close" button to exit the exam questions screen.
- If the questions require written answers, use a separate sheet of paper. You may attach additional sheets if more space is needed.
- If the questions are in a checklist form, mark your answers directly on the checklist. Some of these questions are minimum qualifications for the position. Minimum qualifications are clearly marked. You must meet all of the minimum qualifications in order to be considered for the position.
- For questions regarding course work, provide course number, title, description, credit hours and year completed.
- For training, show total number of hours in training, description of training and year completed.

- For questions regarding experience, describe the job duties, and include employer and dates of employment.
- Keep a copy of all these materials for your records.

### Closing Dates

- Applications and supporting information must be received by the closing date listed on the Job Announcement. Postmarks will not be accepted.
- Application materials may be mailed, faxed or dropped off at the Division of Human Resources. For addresses and phone numbers, see Contact Us. Applications are also accepted at any Idaho Job Service Office.

### War Veterans

- To be considered for veterans' preference points, complete a War Veterans' Preference Form (VP-1) and submit it with your application.
- These forms are available at the Division of Human Resources, at any Job Service Office, or on this web site.

### Testing Accommodations

- To be considered for reasonable testing accommodations due to a disability or religious reasons, complete and submit a Testing Accommodations Request with your application.
- These forms are available at the Division of Human Resources, at any Job Service Office, or on this web site.
- This form is kept confidential.

### Equal Employment Opportunity

- The Division of Human Resources monitors recruitment and selection programs in order to assure equal opportunity. We appreciate your cooperation by voluntarily furnishing us with the information requested on this form.

- These forms are available at the Division of Human Resources, at any Job Service Office, or on this web site.
- This information will be kept confidential and used only for affirmative action and statistical reporting purposes as specified by law.
- This information will be kept separate from your application form.

## Updates

It is the responsibility of the applicant to keep their contact information up-to-date. You may notify us with changes by e-mailing us at [idhr@dhr.state.id.us](mailto:idhr@dhr.state.id.us), or by calling us at 208-334-2263 or toll free at 1-800-554-5627.